

UPTON ST LEONARDS LIFE COMMUNITY INTEREST COMPANY

VOLUNTEER POLICY

All (at present) work to produce the USL Life Newsletter is done by volunteers, apart from:

- Some initial help provided by the Parish Clerk.
- Services purchased (e.g. printing)

(The Company may decide at a future date to use paid effort as well).

This policy relates to volunteers working for USL Life CIC.

We hope that volunteers enjoy being part of a team and we will do the best we can to make our volunteers' experience with us enjoyable and rewarding.

We recognise that volunteers bring different skills, levels of commitment and ideas of what they would like to do. We will seek to ensure the tasks they undertake will, as far as possible, fit their skills, commitment and expectations.

We will do our best to ensure that:

- Volunteers understand how USL Life is produced, what their own role is and what the other people in the team do
- Volunteers feel part of the team
- We treat seriously any problems, complaints and difficulties raised by volunteers and work to resolve them fairly
- We value volunteers for what they offer and thank them for the contribution they make

We ask volunteers to do their best to:

- Work reliably to the best they can within their role; when there is a problem, let others know, giving reasonable notice so back-up arrangements can be made
- Keep records of expenses (see expense claims policy)
- To be an ambassador for USL Life
- Not use opportunities created through their volunteering role with USL Life to promote or sell any product or service for personal, or a connected person's, gain
- Raise with one of the Directors any concerns about their role or work

We hope volunteers will wish to be members of USL Life CIC.

Policy reviewed: June 2019

Next review due: June 2021